



DEPARTMENT OF THE NAVY
NAVAL MEDICAL COMMAND
WASHINGTON, D.C. 20372

IN REPLY REFER TO

NAVMEDCOMINST 11010.2
MEDCOM-432
3 Apr 89

NAVMEDCOM INSTRUCTION 11010.2

From: Commander, Naval Medical Command

Subj: FACILITIES EVALUATION AND ASSISTANCE TEAM (FEAT) PROGRAM

Ref: (a) OPNAVINST 11000.16A
(b) SECNAVINST 5214.2B

Encl: (1) General Guide for FEAT Visits

1. Purpose. By reference (a), the Chief of Naval Operations (CNO) tasks major claimants with the responsibility for issuing guidance and instructions for management of facilities. This instruction supplements reference (a) by describing how FEAT visits are conducted and outlines responsibilities for the conduct of the onsite FEAT visits.

2. Discussion

a. The scope and complexity of the Real Property Maintenance Activities (RPMA) Program has grown substantially in recent years with congressional interest in reducing the critical backlog of maintenance and repair of shore facilities and the increased rate of implementing the Commercial Activities (CA) Program. With the accelerating costs of facilities management and continuing personnel ceiling constraints, management of facilities is becoming increasingly difficult. To assist activities in improving their effectiveness in planning and executing a cost effective facilities management program, the Naval Medical Command (COMNAVMEDCOM) has established a FEAT Program. Onsite FEAT visits will be scheduled to provide a consistent and periodic assessment of the physical condition of the activities' real property; to assist activities in improving the effectiveness of the public works organization, staffing, and management systems; to review the utilities management and environmental programs; to identify requirements for outside assistance; and to improve coordination between the activities, the geographic medical command (GEOCOM), and COMNAVMEDCOM.

b. FEAT visits will be conducted under COMNAVMEDCOM authority by the Naval Facilities Engineering Command (NAVFACENGCOM) engineering field divisions (EFD) in their respective geographic areas of responsibility. The annual schedule for the FEAT visits will be developed by Chesapeake Division, Naval Facilities Engineering Command (CHESNAVFACENGCOM) and approved and published by COMNAVMEDCOM. The planned frequency between visits is 3 years unless otherwise requested. Enclosure (1) covers the general scope of FEAT visits. The general scope is tailored to fit the specific needs and requests of the activity to be visited.



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Activities will be contacted by the cognizant geographic EFD before each visit to establish firm dates and make necessary arrangements.

c. COMNAVMEDCOM will notify activities slated for FEAT visits at least 6 months in advance. A notification letter will be sent to the activity by the cognizant geographic EFD with a copy to the cognizant GEOCOM and COMNAVMEDCOM at least 2 months before the scheduled visit. Visits are not planned for all activities, but only for those owning class 2 plant account or expending \$500,000 maintenance of real property (MRP) funds annually as outlined in reference (a). Visits for other activities may be conducted upon specific request from the activity or as deemed necessary by COMNAVMEDCOM.

3. Action

a. NAVFACENGCOM EFDs will conduct FEAT visits within their respective geographic areas of responsibility using the general guidance provided in enclosure (1). A written report will be provided by the geographic EFD to the activity visited, with a copy to CHESNAVFACENGCOM, within 15 days after completion of the visit. The report will normally provide additional supportive data to major recommendations discussed in the exit briefing and also identify other minor recommendations which may not have been discussed. Additionally, a letter that synthesizes the results of the FEAT visit and discusses any major findings and recommendations will be sent to the cognizant GEOCOM and COMNAVMEDCOM by the geographic EFD within 15 days after completion of the visit.

b. CHESNAVFACENGCOM will periodically provide COMNAVMEDCOM with a summary report of FEAT visits conducted at our activities. This report will summarize several FEAT visit reports and will contain the following:

(1) General discussion.

(2) Findings and recommendations.

(a) Organization and staffing.

(b) Maintenance of real property funding.

(c) Facilities management.

(d) Facilities support contracting and CA.

(e) Facilities inspection and annual inspection summary (AIS).

- (f) Facility condition assessment.
- (g) Special projects.
- (h) Utilities and energy management.
- (i) Environmental.
- (j) Facilities planning.

c. The summary report provided to the GEOCOM and COMNAVMEDCOM is for informational purposes only. An "IG type" correction report will not be generated as a result of any FEAT visit report. This would be detrimental to the intent of the FEAT program.

d. All activities will provide the necessary documents and support required by the FEAT members to aid the review process. No formal response to the FEAT report will be required. The personal attention of the commanding officer on each recommendation and its subsequent implementation is highly encouraged.

4. Reports Exemption. The requirements contained in paragraph 3 are exempt from report control by reference (b), part IV, paragraph G10.


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GENERAL GUIDE FOR FACILITIES EVALUATION AND ASSISTANCE TEAM VISITS

1. Organization and Staffing

a. Review the public works department organization structure and staffing with particular emphasis on adequacy of management staff and shop supervision.

b. Identify any current or potential problem areas (ceiling reductions or restrictions, average age, excessive sickness or physical restrictions, shortage of special craft skills, etc.).

c. Identify availability and use of military labor in public works.

2. Maintenance of Real Property Funding

a. Review and update current resource requirements data. Identify specific problem areas, impacts, priorities, potential savings, etc.

b. Review activity budget submission with appropriate public works and comptroller personnel.

c. Review activity fund execution plan (funds distribution summary) and status of actual spending against plan.

d. Evaluate M-1 expenditures by investment category and type of work.

e. Identify source, amount, and impact of reimbursables.

3. Facilities Management

a. Workload Identification and Control. Review currency and effectiveness of procedures in use.

b. Work Authorization. Review recurring maintenance job orders for validity and completeness of scope. Review minor and emergency service authorization procedures.

c. Management Reporting. Identify availability, currency, and accuracy of management information and use by management.

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4. Facilities Support Contracts (FSCs)

a. Identify facilities management functions currently performed by contract. Review FSCs for adequacy of specification, quality assurance program, cost, and overall effectiveness.

b. Identify potential additional areas for facilities support contracting.

5. Commercial Activities (CA) Program. Review status of CA program execution, identify problem areas, and assist in determining appropriate solutions.

6. Facilities Inspection and AIS

a. Review the scope and effectiveness of the facilities inspection program. Evaluate inspector skill levels and identify training requirements.

b. Determine the percentage of facilities inspection coverage (as described in the Shore Facilities Inspection Manual - NAVFAC Publication MO-322) that was reported on the last AIS.

c. Compare narrative assessments with AIS data and actual condition.

d. Perform field review of major facility deficiencies reported on the AIS and the deferrable status of the deficiencies.

7. Facility Condition Assessment. Develop a facility condition index (FCI) and evaluate the FCI trend for the last 3 years to determine if the condition is getting worse or improving.

8. Special Projects

a. Conduct a field review of all maintenance and repair special projects planned for funding in the current and budget year.

b. Review the procedures used to develop a special project summary list and assign the priorities.

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9. Facilities Engineering. Identify significant or complex facilities engineering problems and determine the scope of problem, impact on mission, and degree of urgency. Assist in determining appropriate actions for achieving a solution.

10. Facilities Planning

a. Determine if property record cards are properly maintained per NAVFAC P-78.

b. Determine if surplus facilities are clearly identified and an action plan is available to reduce the number.

11. Utilities, Energy, and Environmental

a. Verify that utilities rates are properly established.

b. Determine if the Utilities Cost Analysis Report (UCAR) is being prepared periodically as required by the Navy Comptroller (NAVCOMPT) manual.

c. Perform a review of the activity energy management program.

d. Compare activity energy performance against energy goals.

e. Determine if the activity is taking effective steps to eliminate all sources of air, water, and land pollution.

f. Verify that a hazardous waste management plan has been developed and implemented.

12. Assistance and Followup

a. Provide onsite assistance whenever possible.

b. Identify any actions which should be taken by the activity, geographic EFD, or COMNAVMEDCOM. Identify areas requiring assistance and the sources for this assistance.